

MISSOURI VETERANS COMMISSION

POSITION DESCRIPTION

POSITION TITLE: STATE VETERANS CEMETERY WORKER

REPORTS TO: MAINTENANCE SUPERVISOR I

OVERTIME STATUS: CATEGORY 2

WORKING TITLE: CEMETERY WORKER

HOURS OF WORK: GENERAL BUSINESS HOURS AS DETERMINED BY THE NEEDS OF THE CEMETERY

DEFINITION:

This position involves semi-skilled work in general cemetery maintenance and is responsible for routine cemetery activities such as digging and filling graves, and setting headstones. Primary duties include the operation of tractors, backhoes, dump trucks, and various types of powered mowing equipment. Additional duties include building cleaning and landscaping activities such as planting trees and maintaining flowerbeds. The cemetery worker will assist other cemetery employees as directed by the Maintenance Supervisor. An employee in this class normally works with only general supervision but directions are received on new or difficult work.

EXAMPLES OF WORK:

Use backhoe, dump truck, tractor and hand tools to dig graves, haul dirt and sand, backfill and level
Transport coffins to burial site and assist with placement into graves.

Install headstones and perform periodical re-alignment.

Operate mowers, trimmers, chainsaws, and other power equipment such as edgers and posthole diggers.

Maintain cleanliness of roads and walkways by removing dirt, rubbish, leaves, and snow.

Trim trees and shrubs using power and hand tools.

Maintain flower beds and ornamental plantings.

Sow grass seed over large areas using various industrial equipment.

Apply fertilizer, herbicide, and pesticides.

Perform erosion control work.

Clean cemetery facilities using vacuums, mops, buffers, common cleaners and disinfectants.

Perform basic preventive maintenance on equipment and record servicing data.

Simple facility repairs such as changing lightbulbs, painting, and minor carpentry.

Ability to work overtime to meet the needs of cemetery operations.

Performs other work related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Missouri Veterans Commission mission and vision statements.

Knowledge of Missouri Veterans Commission policies.

Knowledge of National Shrine Standards.

Knowledge of basic industrial safety practices.

Knowledge of turf management processes to include fertilizer, pesticides and herbicides.

Knowledge of bereavement process.

Ability to operate backhoe, dump truck, tractor, mowers, and various types of power equipment.

Ability to safely operate grounds maintenance equipment such as push mowers, edgers, and trimmers.

Ability to safely apply herbicides, fertilizer, and pesticides.

Ability to perform routine preventive maintenance on mechanical equipment.

Ability to keep basic records.

Ability to use shop tools such as a drill press, welder, angle grinder, table saw, and common hand tools, etc.

Ability to perform basic janitorial tasks.

Ability to work outdoors for extended periods in all types of weather.

EXPERIENCE AND EDUCATION QUALIFICATIONS

Must meet eligibility requirements of State Veterans Cemetery Worker within the Missouri State Merit System.

Possession of Pesticide/Herbicide Certification.

(Updated 03/30/2007)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____